

Michigan School Readiness Program  
Mid-Year Report (2004-2005)

***Program Quality Assessment Instructions***

- Background:** The *Program Quality Assessment* (PQA) is a measure of a program's compliance with the *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds* (Michigan State Board of Education, 1987). The PQA is currently used by the Michigan Department of Education in three ways: program monitoring by Michigan Department of Education consultants, annual self-assessment by all Michigan School Readiness Program (MSRP) classroom teaching teams, and program evaluation by the High/Scope Educational Research Foundation.
- Purpose:** To collect data on each MSRP classroom related to the implementation of the *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds*.
- Funding:** Michigan School Readiness Program Evaluation Grant
- Completion:** Required for all MSRP grantees using a center-based model, including school districts, public school academies, and competitive grant recipients.
- Submission:** Due on **March 1, 2005**, with the Mid-Year Report, to:

**Regular Mail**

Michigan Department of Education  
Office of Early Childhood Education  
and Family Services  
P.O. Box 30008  
Lansing, MI 48909

**Overnight/Federal Express**

Michigan Department of Education  
Office of Early Childhood Education  
and Family Services  
608 W. Allegan Street, 4<sup>th</sup> Fl., Pillar H-17  
Lansing, MI 48933

Due to increased security at State of Michigan buildings, hand-delivered documents **CAN NO LONGER BE ACCEPTED** by the Office of Early Childhood Education and Family Services, Michigan Department of Education.

- All forms from a single district, consortium, or grantee should be sent together with the Risk Factor & Child Information (blue scannable form) and the completed Staff Report (reverse side of the PQA, red scannable form).
- Do **not** staple.
- Use only original forms.
- Copies of original forms will **not** scan.
- Do **not** fold.
- Use only #2 pencil, **no** ink.
- Erase **all** marks/errors completely.
- **No** sticky notes, for comments please include additional sheets.
- Do NOT submit the Assessment Form Booklets (Form A or Form B) or the Administration Manual. These should be kept for future reference.

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**Program Quality Assessment Instructions, continued**

<i>Who Should Complete:</i>	It is recommended that this self-assessment be completed by the MSRP teaching team (Early Childhood Specialist, Program Director, Teacher, and Associate Teacher), a consultant, supervisor, advisory committee member, and another teacher as a peer review. Each reviewer should complete separate forms and meet to come to consensus on the final form. Please refer to the PQA Administration Manual for instructions. Reviewer(s) should complete separate PQA forms for each classroom of children. However, a double-session classroom taught by the same teaching team should be reviewed only once. If either the teacher or the associate teacher changes from one session to another, a separate PQA should be completed.
<i>District/ Agency Code:</i>	Use the district code for state aid-funded classrooms, even when subcontracting to an agency that also has competitive MSRP funds. For competitive grants, use the assigned 5-digit agency code provided on the enclosed listing.
<i>Multiple Classrooms:</i>	An MSRP district/academy/agency/consortium offering multiple classrooms should ensure that the information included in Form A is completed individually for each classroom.
<i>Observation Date:</i>	For classrooms recording over more than one day, record last day of observation and recording.
<i>Parts IV, V, VI and VII:</i>	The information in Form B should be identical for all classrooms responding. The administrator should supply the responses for these sections to each reviewer for inclusion in the scannable form.
<i>Questions:</i>	Contact The Office of Early Childhood Education and Family Services at (517) 373-8483.